

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 7 March 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #10

I. SIGNIFICANT ITEMS

All major components of OTR were furnished a Status of Funds Report for fiscal year 1956 through 29 February. This information is intended to be used as a guide when reviewing current and fiscal year 1957 budget estimates and also for use in projecting fiscal year 1958 requirements.

II. OTHER ITEMS

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- B. OTR IMPREST FUNDS - Two imprest funds used for safe-house operation and maintenance were combined to form a single disbursing fund as a result of an internal audit of administration of OTR imprest funds in the Headquarter's area. This consolidation, which will afford a tighter control of expenditures and considerable savings in man hours for both OTR and Finance, was concurred in by Chief, Finance Division. The one remaining safe-house fund was sizeably reduced to conform to current requirements.

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- D. CIA TELEPHONE DIRECTORIES - In accordance with CIA Notice revisions in telephone listings were submitted to the Office of Logistics for use in preparing the next edition of the CIA telephone directory.

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~~SECRET~~

[REDACTED]

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G. REGISTRAR'S OFFICE

(1) An Office of Personnel representative utilized records in the Registrar's Office to determine the number of individuals, by name, who had been trained [REDACTED]

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(2) A report was forwarded to the AD/TR 5 March reflecting external training received by employees who were separated from the Agency in January 1956.

(3) A procedure has been established whereby records of separated employees are removed from the files for forwarding to the Records Center. To date, records of 55 separated employees have been removed.

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H. PERSONNEL ITEMS

[REDACTED]

~~SECRET~~